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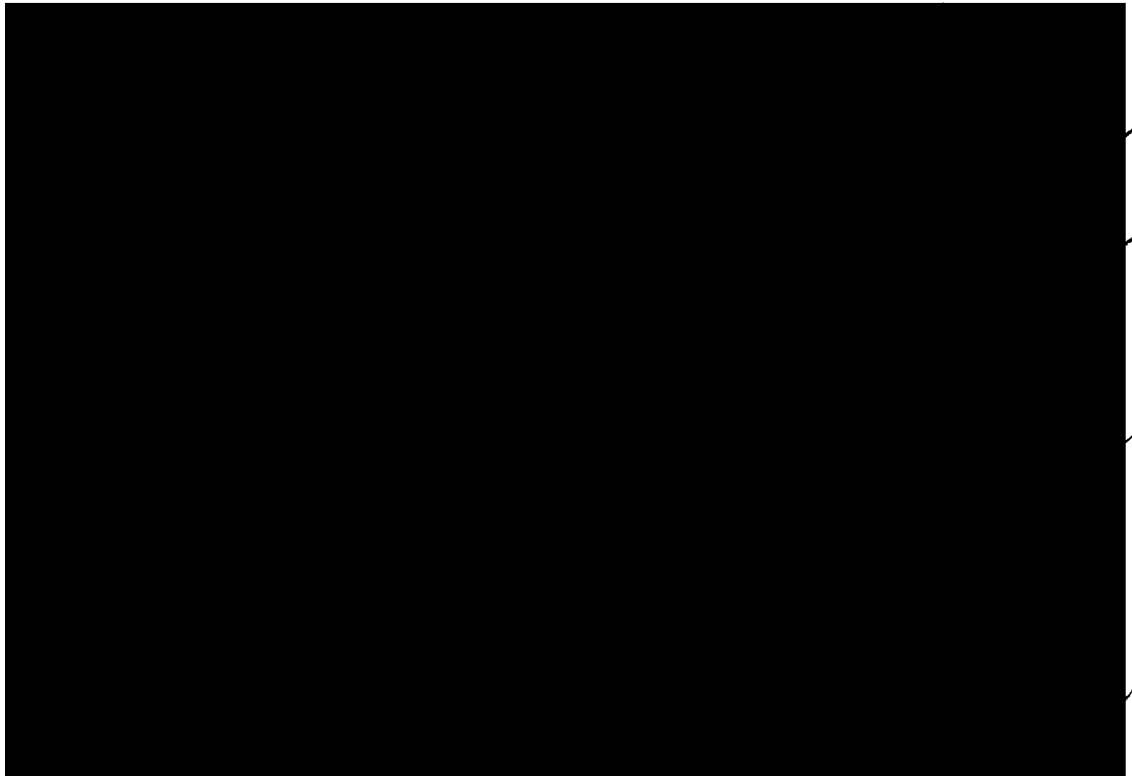
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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Special Staff

DATE: 3 December 1953

FROM : Chief, Administrative Staff

SUBJECT: Weekly Activity Report

1. GENERAL

25X1A

2. PROJECTS AND STUDIES IN PROGRESSa. Logistics Support Course (continued item)

25X1A9a

25X1A9a

Due to the illness of our Training Officer, Mr. [REDACTED]
Mr. [REDACTED] Acting Chief, Inspection and Review Staff, gave
the logistics presentation on Friday 27 November.

25X1A6b

For the period 30 November through 3 December 1953 the Training
Officer for Logistics Office visited [REDACTED] in order to assist
in the administration of the first phase of the Logistics Support
Course held at that Station.

Student comments on the series of lectures at the Industrial
College of the Armed Forces indicated that the students considered
the lectures most satisfactory and useful.

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b. Delegation of Authority (continued item)

No significant changes have been made.

c. Organization Manual (continued item)

No significant changes were made.

3. OTHER ITEMS OF INTEREST

a. Personnel Report (continued item)

The on duty strength report for 2 December is [REDACTED]

25X9A2

25X9A2

b. Review of LO Career Designations (continued item)

No significant changes have been made.

c. Basic Intelligence Course (SUP) (continued item)

Two Logistics Office personnel are attending the Basic Intelligence Course (SUP) which began 30 November.

d. Vital Material Program (continued item)

No change

e. Community Chest Drive (continued item)

Collections now total \$1,938.96 with 87% of Logistics Office employees participating. ✓

5. MAJOR OBJECTIVES

a. Career Service Program (continued item)

Questionnaire cards (Form 36-265), "Career Service Overseas Availability Record" which have been distributed to all Logistics Office Divisions and Staffs, should be completed and returned to the Logistics Office Personnel Officer within the next week or ten days for analysis and incorporation into the Logistics Office Career Service Board records.

b. Logistics Office Training Program (continued item)

25X1A6a

25X1A9a

The Training Officer is scheduled to brief [REDACTED] on functions of the Logistics Office, 14 December 1953.

25X1A9a

LO/AS/WSW:lmr

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